



## STANDARDS OF APPRENTICESHIP

adopted by

### SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP AND TRAINING COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CARPENTER		860.381-022	5200 - 8000 HOURS
INSULATION APPLICATOR		863.364-014	4000 HOURS
MAINTENANCE CARPENTER		860.281-010	5200 - 8000 HOURS
RESIDENTIAL CARPENTER		860.381-640	5200 - 8000 HOURS



#### APPROVED BY

Washington State Apprenticeship and Training Council

#### REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

#### APPROVAL:

APRIL 16, 1981

Initial Approval

APRIL 16, 2004

Committee Amended

APRIL 18, 2003

Standards Amended (review)

OCTOBER 17, 2003

Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be all of the counties of Clallam, Jefferson, Kitsap, Lewis, Mason, Pierce and Thurston; and Bainbridge Island and Blake Island with headquarters in Tacoma, Washington**

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**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age:           **Be at least 17 years old.**
- Education:   **None**
- Physical:     **Be physically able to perform the work of the trade.**
- Testing:      **Pass a drug test with negative test results**
- Other:        **Provide proof of age.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

**A. Selection Procedures:**

- 1. To be eligible to enter the Apprenticeship Program, an applicant must successfully complete the Pre-Employment evaluation (or similar program that meets or exceeds the same criteria) and maintain status in a pool of eligible applicants. The program will be conducted on days established by the Apprenticeship Committee. Satisfactory completion will occur when the applicant receives a total score of 85% or better. A syllabus is available upon request.**
- 2. To make application for the Apprenticeship Program, the applicant may pick up an application from one of the following sites:**
  - a. South Puget Sound Carpenters JATC**

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2201 South 78th Street, Building B-512  
Tacoma, Washington 98409  
Bates Technical College

- b. **Carpenters Local Union 470**  
1322 South Fawcett  
Tacoma, WA 98402
- c. **Carpenter Local #1148**  
119 - 1/2 Capitol Way North  
Olympia, WA 98501
- d. **Carpenter Local #1597**  
632 Fifth Street, Office 2  
Bremerton, WA 98337
- e. **Carpenter Local #360**  
2412 4th Avenue E  
Olympia, WA 98506
- f. **Carpenter Local #2127**  
417 N. Pearl  
Centralia, WA 98531
- g. **Carpenter Local 1303**  
416 East First Street  
Port Angeles, WA 98362

**The application is to be completed and returned to the South Puget Sound JATC office within 30 days, together with proof of age. No action will be taken on applications that are not completed within 30 days.**

**Applicants must return their applications with proof of age. Upon receipt of these documents, they will be directed to take the Drug Test and Compass Test.**

**Upon successful completion of these tests, they are scheduled for the Pre-Employment evaluation at the South Puget Sound Carpenters JATC Training Center, Bates Technical College, 2201 South 78th Street, Building B-512, Tacoma, Washington, 98409. Records of the applications and selection process received by the Apprenticeship Committee shall be kept for at least five (5) years.**

**3. (Selected Entry)**

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- a. (Selected Entry - Pre-Apprenticeship) Graduates of committee approved programs that have an articulation agreement with this JATC shall be registered into the program. Applicants must attain a 3.0 or better on the Skill Competencies of the MAIP pre-apprenticeship curriculum and meet the minimum requirements of these Standards to be registered into the program.
- b. This JATC recruits and registers apprentices based on industry needs. Applicants who meet the minimum qualifications will be scheduled for a Compass Test and a Pre-Employment evaluation by the JATC. The Pre-Employment evaluation (or similar committee approved program) will be conducted on days established by the Apprenticeship Committee. When an applicant has completed the Pre-Employment evaluation with a score of 85% or better, he/she will be placed in a "pool of eligible applicants," according to date of application.
- c. Selected Entry applicants shall remain active on the applicant Eligibility List, subject to selection, for a period of two years from the date of evaluation, unless removed at an earlier date by their own request or by failing to respond within 48 hours of being called off the list to be registered. Once in "the pool of eligibles", the applicant must acquire the minimum tools prior to being registered. The minimum required tool list will be provided during the evaluation. The applicants will be registered based on first in, first out basis, as jobs become available. The pool of eligible applicants may be pierced to meet affirmative action goals. It is the applicants' sole responsibility to keep the Committee informed of his/her current address and phone number or will be dropped from the list. Applicants who have been dropped may petition the JATC for reinstatement to the list provided it has not been more than one year since being evaluated.

**4. Exceptions**

- a. The pool of eligible applicants may be superseded to meet JATC affirmative action goals in accordance with the Washington State Apprenticeship Council rules.
- b. (Direct Entry) An employee of a non-signatory employer not qualifying as a Journey level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered,

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they must meet the minimum qualifications and complete an application.

- c. **(Direct Entry) An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer become signatory, and is an employee of a non-signatory employer and does not qualify as a Journeyperson, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications and complete an application**
- d. **(Direct Entry) Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
  - (1) Apprentices accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an UBC apprenticeship program.**
  - (2) The transferring apprentice must:**
    - (a) Meet the minimum qualifications.**
    - (b) Complete an application form.**
    - (c) Provide the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. The official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement, properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the permanent files of the receiving JATC and shall be maintained in the same manner as other records.**

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- e. (Direct Entry) An individual who successfully completes a UBC sponsored Job Corps program shall receive direct entry into the apprenticeship program. For entry into the program, the applicant must:
  - (1) Meet the minimum qualifications
  - (2) Complete an application form
  - (3) Provide reliable documentation to substantiate successful completion of UBC sponsored Job Corps program.
  
- f. (Direct Entry) UBC members may request in writing a change or revision of their classification and/or a change from their current apprenticeable occupation to another occupation and may receive direct entry into the apprenticeship program. For entry into the program the applicant, if journey level, must have a minimum of 5200 hours of documented work hours in a UBC craft. Applicants who are UBC registered apprentices and wish to change their current craft must have 1000 hours in apprenticeship. The minimum qualifications of these Standards must be met.
  
- g. (Direct Entry) Individuals who have their jobs reclassified through collective bargaining to an occupation covered by these Standards. When registered, individuals entering through this method must be employed by a participating employer. For such applicant to be consider, they must:
  - (1) Meet the minimum qualifications.
  - (2) Complete an application form.
  - (3) Be employed within the jurisdiction of the JATC.
  
- h. (Direct Entry) Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained may receive direct entry into the apprenticeship program provided: (WAC 296-05-303)
  - (1) Meet the minimum qualifications.
  - (2) The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Western Washington.
  - (3) (WAC 296-05-417) All employer requesting approved training status shall sign an agreement agreeing to comply with all federal or state apprenticeship rules and the appropriated apprenticeship standards.

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- i. (Direct Entry) Registered Native Americans who have secured work under a TERO project may receive direct entry into apprenticeship provided:**

  - (1) The employer is an approved training agent of these Standards.**
  - (2) The applicant has met the minimum qualifications.**
  
- j. (Direct Entry) Where an employer requesting an apprentice is required by governmental rules, policies, regulations, ordinances, or other governmental actions to comply with governmental local hiring/training requirements (such as local Housing Authorities' Empowerment Zones) and other government mandated affirmative action hiring requirements. (The employer must offer proof in support of this exception to the committee.) For individuals to enter the program through this exception they must:**

  - (1) Meet the minimum qualifications.**
  - (2) Complete an application form.**
  
- k. (Direct Entry) Where an individual with at least 4 years or more of experience in the trade requests of the committee to enter into the apprenticeship program, they shall be evaluated and interviewed using consistent, standard, nondiscriminatory means, and maybe registered at the appropriate period of apprenticeship. For such an applicant to be considered, they must:**

  - (1) Meet the minimum qualifications.**
  - (2) Complete an application form.**
  
- l. (Direct Entry) Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. All veterans must meet the minimum qualifications of these standards. For such an applicant to be considered, they must:**

  - (1) Meet the minimum qualifications**
  - (2) Complete an application form.**



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**Note: All applicants entering through selected or direct process must possess the required basic tools for the job before registration.**

**B. Equal Employment Opportunity Plan:**

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**
- 4. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into apprenticeship.**
- 5. Grant credit for previous trade experience or trade-related courses for all applicants equally.**

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall be the hours of employment as stated on the cover sheet of these Standards for each of the crafts listed.**

**The terms stated herein are only a guideline for related training where Performance Evaluated Training System (PETS) is used since that system is performance based and allows for apprentices to advance at their own pace according to their accomplishments**

**V. INITIAL PROBATIONARY PERIOD:**

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All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 650 hours of employment.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**A. For the occupation Shipwright**

**The ratio of apprentices shall reflect the appropriate collective bargaining agreement. In no case shall the ratio be greater than one (1) apprentice to one (1) journey-level worker per job site.**

**B. For the occupation Carpenter**

**The ratio of apprentices shall reflect the appropriate collective bargaining agreement. In no case shall the ratio be greater than one (1) apprentice to one (1) journey-level worker per job site.**

- 1. Each employer may employ one (1) apprentice for each of the first five (5) carpenters in his/her employment, but he/she must employ one (1)**

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apprentice when he/she has three (3) journey-level workers in his/her employ.

2. In addition to "A", each employer shall employ one (1) additional apprentice for each four (4) additional journey-level workers.
3. On jobs of a technical nature, the employer by mutual agreement with the local business representative may waive the above apprentice ratios on a job-by-job basis.

<b>Crew Size</b>	<b>Minimum # of Apprentices</b>	<b>Maximum # of Apprentices</b>	<b>Notes</b>
<b>1</b>	<b>0</b>	<b>0</b>	<b>Apprentices cannot work without journey-level supervision.</b>
<b>2</b>	<b>0</b>	<b>1</b>	
<b>3</b>	<b>0</b>	<b>1</b>	
<b>4</b>	<b>1</b>	<b>2</b>	<b>A crew of three carpenters requires the fourth worker to be an apprentice.</b>
<b>5</b>	<b>1</b>	<b>2</b>	
<b>6</b>	<b>1</b>	<b>3</b>	
<b>7</b>	<b>1</b>	<b>3</b>	
<b>8</b>	<b>2</b>	<b>4</b>	<b>Any multiple of four workers require an additional apprentice.</b>
<b>9</b>	<b>2</b>	<b>4</b>	
<b>10</b>	<b>2</b>	<b>5</b>	
<b>11</b>	<b>2</b>	<b>5</b>	
<b>12</b>	<b>3</b>	<b>6</b>	
<b>13</b>	<b>3</b>	<b>6</b>	
<b>14</b>	<b>3</b>	<b>7</b>	
<b>15</b>	<b>3</b>	<b>7</b>	
<b>16</b>	<b>4</b>	<b>8</b>	
<b>17</b>	<b>4</b>	<b>8</b>	
<b>18</b>	<b>5</b>	<b>9</b>	
<b>19</b>	<b>4</b>	<b>9</b>	
<b>30</b>	<b>5</b>	<b>10</b>	

**C. For the occupations Maintenance Carpenter and Residential Carpenter**

**An employer may have one (1) apprentice for every one (1) journey-level worker employed as or per applicable labor agreement per job site**

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**D. For the occupation of Insulation Applicator:**

**An employer may have one (1) apprentice for every one (1) journey-level worker employed or as per applicable labor agreement per job site.**

**VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**A. Carpenters: Associated General Contractors of America and Carpenters of the United Brotherhood of Carpenters and Joiners of America.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0650 - 1000 hours</b>	<b>60%</b>
<b>2</b>	<b>0650 - 1000 hours</b>	<b>65%</b>
<b>3</b>	<b>0650 - 1000 hours</b>	<b>70%</b>
<b>4</b>	<b>0650 - 1000 hours</b>	<b>75%</b>
<b>5</b>	<b>0650 - 1000 hours</b>	<b>80%</b>
<b>6</b>	<b>0650 - 1000 hours</b>	<b>85%</b>
<b>7</b>	<b>0650 - 1000 hours</b>	<b>90%</b>
<b>8</b>	<b>0650 - 1000 hours</b>	<b>95%</b>

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**B. Residential Carpenter: Carpenters and Joiners of America and Individual Residential Carpenters and Home Builders.**

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours / 6 months	50%
2	0650 - 1000 hours / 6 months	55%
3	0650 - 1000 hours / 6 months	60%
4	0650 - 1000 hours / 6 months	65%
5	0650 - 1000 hours / 6 months	70%
6	0650 - 1000 hours / 6 months	75%
7	0650 - 1000 hours / 6 months	80%
8	0650 - 1000 hours / 6 months	85%

**C. Insulation Applicators:**

Step	Number of hours/months	Percentage of journey-level rate
1	0500 - 1000 hours	50%
2	0500 - 1000 hours	60%
3	0500 - 1000 hours	75%
4	0500 - 1000 hours	90%

**D. Maintenance Carpenter:**

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours / 6 months	66%
2	0650 - 1000 hours / 6 months	70%
3	0650 - 1000 hours / 6 months	74%
4	0650 - 1000 hours / 6 months	78%
5	0650 - 1000 hours / 6 months	82%
6	0650 - 1000 hours / 6 months	86%
7	0650 - 1000 hours / 6 months	90%
8	0650 - 1000 hours / 6 months	94%

No pension contributions are required on Insulator Applicator apprentices during the first wage progression.

In addition, the apprentices shall be eligible for any and all fringe benefits as established in the bargaining agreement.

An evaluation must be given the apprentice at the conclusion of each six (6) month period, which must be successfully passed before he/she advances to the next period; or a written report of successful progress from the coordinator, employer and the related instructor may be accepted by the Committee.

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Carpenter:</u></b>	<b><u>Approximate Hours</u></b>
1. Care and use of tools and woodworking machinery.....	325-500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780-1200
3. Rough framing ..... Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering.	780-1200
4. Layout ..... Batterboards, partitions, doors and windows, box-out in concrete walls	325-500
5. Outside Finishing ..... Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	520-800
6. Inside Finishing ..... Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	975-1500
7. Welding .....	325-500
8. Plastics and resilient .....	195-300
9. Acoustics and Drywall .....	650-1000

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- a. **Ceilings:**  
Layout, cutting, assembly and installation of all materials and component parts.
  - (1) Hangers, channels, furring and backing boards
  - (2) Bars: main tees, cross tees, splines
  - (3) Stiffeners and braces
  - (4) Ceiling angles or moldings
  - (5) Finish ceiling materials
  - (6) Items or local practices
  
- b. **Walls and partitions:**  
Layout, cutting, assembly, erection and/or application of all material and component parts.
  - (1) Floor and ceiling runners
  - (2) Studs, stiffeners, bracing, fireblocking
  - (3) Resilient and furring channels
  - (4) Layout, framing enclosing and trimming of doorframes, window frames, vents, light wells, and other openings
  - (5) Wall angles and moldings
  - (6) Studless and laminated installations
  - (7) Thermal and sound insulation
  - (8) Installation of backing and finish materials
  - (9) Fireproofing of columns, beams and chases
  - (10) Items of local practices
  
- 10. **Miscellaneous..... 260-400**  
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
  
- 11. **Asbestos abatement and other hazardous material handling and disposal ..... 65-100**
  
- TOTAL HOURS:                      5200-8000**

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<b>B.    <u>Insulation Applicator:</u></b>	<b><u>Approximately Hours</u></b>
1.    Batt Insulation .....	400
2.    Blown Insulation .....	200
3.    Sprayed urethane .....	300
4.    Styrofoam--pin method, glue on and mortar .....	1000
5.    Cooler installations .....	1500
6.    Poured insulation .....	200
7.    Metal building applications.....	100
8.    Items of local practice.....	300
<b>TOTAL HOURS:</b>	<b>4000</b>



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<b><u>C. Maintenance Carpenter:</u></b>	<b><u>Approximately Hours</u></b>
1. Care and use of tools and woodworking machinery.....	325-500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, wall and columns	780-1200
3. Rough framing ..... Floor, wall, roof, stair, scaffolding, etc. on both house and heavy construction. Roof covering.	780-1200
4. Layout ..... Batterboards, partitions, doors and windows, box-out in concrete walls	325-500
5. Outside Finishing ..... Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	520-800
6. Inside Finishing ..... Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	975-1500
7. Welding .....	325-500
8. Plastics and resilient .....	195-300
9. Acoustics and Drywall .....	650-1000
a. Ceilings: Layout, cutting, assembly and installation of all materials and component parts. (1) Hangers, channels, furring and backing boards (2) Bars: main tees, cross tees, splines (3) Stiffeners and braces (4) Ceiling angles or moldings (5) Finish ceiling materials (6) Items or local practices	
b. Walls and partitions:	

**SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP**  
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Layout, cutting, assembly, erection and/or application  
of all material and component parts.

- (1) Floor and ceiling runners
- (2) Studs, stiffeners, bracing, fireblocking
- (3) Resilient and furring channels
- (4) Layout, framing enclosing and trimming or  
doorframes, window frames, vents, light wells,  
and other openings
- (5) Wall angles and moldings
- (6) Studless and laminated installations
- (7) Thermal and sound insulation
- (8) Installation of backing and finish materials
- (9) Fireproofing of columns, beams and chases
- (10) Items of local practices

- 10. Miscellaneous..... 260-400  
Safety, scaffolding, walkways, shoring, sheds, protection,  
etc.
  
- 11. Asbestos abatement and other hazardous material..... 65-100  
Handling and disposal

**TOTAL HOURS:                    5200-8000**

**SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP**  
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<b><u>D. Residential Carpenter:</u></b>	<b><u>Approximate Hours</u></b>
1. Care and use of tools and woodworking machinery.....	325-500
2. Form building.....	780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, wall and columns	
3. Rough framing .....	780-1200
Floor, wall, roof, stair, scaffolding, etc. on both house and heavy construction. Roof covering.	
4. Layout .....	325-500
Batterboards, partitions, doors and windows, box-out in concrete walls.	
5. Outside Finishing .....	520-800
Application of door and window trim Fit and sand doors and windows. Application of all exterior finishes and related trim.	
6. Inside Finishing .....	975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	
7. Welding .....	325-500
8. Plastics and resilient .....	195-300
9. Acoustics and Drywall .....	650-1000
a. Ceilings:	
Layout, cutting, assembly and installation of all materials and component parts.	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	
(5) Finish ceiling materials	
(6) Items or local practices	
b. Walls and partitions:	
Layout, cutting, assembly, erection and/or application of all material and component parts.	

**SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP**  
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- (1) Floor and ceiling runners
  - (2) Studs, stiffeners, bracing, fireblocking
  - (3) Resilient and furring channels
  - (4) Layout, framing enclosing and trimming or  
doorframes, window frames, vents, light wells,  
and other openings
  - (5) Wall angles and moldings
  - (6) Studless and laminated installations
  - (7) Thermal and sound insulation
  - (8) Installation of backing and finish materials
  - (9) Fireproofing of columns, beams and chases
  - (10) Items of local practices
10. Miscellaneous..... 260-400  
Safety, scaffolding, walkways, shoring, sheds, protection,  
etc.
11. Asbestos abatement and other hazardous material handling  
and disposal ..... 65-100
- TOTAL HOURS:                    5200-8000**

**SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP  
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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college: **Bates Technical College**
- (X) Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify)

**160** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP  
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- A. The Apprenticeship Committee shall be responsible for determining subjects to be covered and for arrangement of schedules. Subject matter and class schedules may be revised as needed to fit changing conditions.
- B. The following is a condensed outline of the related technical information and general industrial subjects in which the apprentices should receive instruction:
  - 1. Trade English and terminology
  - 2. Trade Mathematics
  - 3. Trade Science
  - 4. Trade drawing, sketching, plan reading
  - 5. Trade tools, their use and care
  - 6. Shop talks
  - 7. Safety and accident prevention
  - 8. Rules or regulations
  - 9. Labor relations
- C. It is recommended that courses be limited to those who are actually apprenticed in accordance with approved Standards.

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individuals apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

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All applicants entering through Selected or Direct process must possess the required basic tools for the job before registration. Contact the JATC Office for a list.

B. Local Apprenticeship Committee Policies

1. Administrative Procedures

a. Applicant

**Drug & Alcohol Policy**

**Drug Testing: (The first test will be paid for by the Carpenters Training Trust)**

- (1) Applicants are required to submit to a drug test before starting the Safety and Orientation Class or before Direct Entry. (See Minimum Qualifications)**
- (2) Carpenters Training Trust may use a refusal to submit to a drug test or a verified positive test as a basis for not accepting an applicant.**
- (3) Carpenters Training Trust will not discriminate against applicants because of past drug abuse. It is the current use of drugs that will not be tolerated.**
- (4) Applicants denied entry to the program because of a positive drug test can initiate another inquiry with the Carpenters Training Trust after 3 months at their own expense.**
- (5) Passing a drug test is a condition of acceptance in the program.**
- (6) Two diluted specimens in a row will be treated as a positive test.**
- (7) Adulterating or tampering with the test will be considered a positive test.**

**Drug testing will be conducted by laboratories approved by the Substance Abuse and Mental Health Services Administration National Laboratory Certification Program or CAP/FUDT using both initial and confirmation tests. Both tests must be positive (above government established threshold detection level) before the laboratory can report the result as a confirmed positive test. All laboratory positive tests are reviewed by a Medical Review Officer (MRO) prior to the release of any information to Carpenters Training Trust. Tests will be reported as Pass or Fail.**

**Confidentiality: All information received through the drug-testing program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.**

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- b. The apprentice, regardless of wages received, shall be as such until he/she has passed the required examination and has been reclassified as a journey-level carpenter.
- c. Extended periods of unemployment will be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained. If the suspension period extends beyond six (6) months, the Apprenticeship Committee may drop the apprentice from the program.
- d. A master record of the apprentice's work experience and related instruction shall be kept by the Apprenticeship Committee. This information is to be furnished by the employer, the apprentice, and the school authorities. The record cards and all dates pertaining to the apprenticeship shall be the property of the Apprenticeship Committee.
- e. Apprentices shall work at all times with recognized journey-level workers who are employed by an employer who has been approved by the Apprenticeship Committee as being adequate to furnish proper on-the-job training in accordance with these Standards.
- f. No apprentice shall act as or be a contractor or employer while registered as a carpenter apprentice with this Apprenticeship Committee.
- g. The apprentice shall not be required to work on scheduled class time.
- h. **Committee:**
  - (1) All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.
  - (2) A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of two (2) members from employers and two (2) from the employees.
  - (3) The Committee may accelerate or extend, through the evaluation process, the d. Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.
- i. **Apprentice:**  
Advancement of an apprentice in each and every pay period:



**SOUTH PUGET SOUND CARPENTERS JOINT APPRENTICESHIP  
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- (1) It is the apprentice's responsibility to keep his or her current address on file with the committee and training center.
- (2) It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Coordinator's office, monthly, after they have been signed by the employer or an appropriate representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed.
- (3) Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site.
- (4) Apprentices must have adequate transportation to the job.
- (5) Apprentices must procure additional prescribed tools as advancements occur. No apprentice may be granted journey level status without a toolbox inspection. Tool list made available upon request.
- (6) Apprentices may request credit for previous experience. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation before the end of the 12th month of his/her apprenticeship.
- (7) Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey-level worker.
- (8) No apprentice shall act as a foreman, contractor, or employer.

**j. Employers:**

- (1) All apprentices shall be released from "on-the-job" commitments to attend scheduled related instruction.
- (2) The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.

**k. Instructors:**

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

**l. Coordinator:**

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The coordinator/director oversees the day-to-day operations of the program under the auspices of the JATC.

**2. Disciplinary Procedures:**

- a. **Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension or cancellation of their Apprenticeship Agreement.**
- b. **An Apprentice may be removed from related supplemental instruction for substandard performance, improper conduct, indifference to these standards, or insubordination and readmitted by the JATC.**
- c. **Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship Agreement.**
- d. **Related instruction:**
  - (1) **All apprentices are required to attend classes as scheduled**
  - (2) **Apprentices failing to come to a regular scheduled class without banked time will be cited to appear before the JATC and may be canceled from the program. Rescheduled classes must be fulfilled before the next regular scheduled class. Classes start at 7:30 a.m. All apprentices must sign in at the instructor's desk by 7:30 a.m. Apprentices arriving after 7:30 a.m. will be given a late slip. Apprentices arriving after 7:45 a.m. may be denied access to class until the next session. Tardiness will be so noted by the instructor. Three late slips and the apprentice will be cited to appear before the JATC and could be canceled from the program.**
  - (3) **An apprentice must complete at least five (5) skill blocks within 10 consecutive class days of instruction. Failure to do so will trigger an interview by the coordinator who will analyze the problem and provide the guidance leading to an acceptable pace.**
  - (4). **An apprentice who completes fewer than eight (8) skill blocks in 20 consecutive class days will be cited to appear before the JATC and could be canceled from the program.**
  - (5) **All apprentices must observe WISHA and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited to appear before the JATC and could be canceled from the program. Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building.**

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e. **Employability:**

- (1) An apprentice who has been issued an "ineligible for rehire" notice, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment.**
- (2) A second notice will result in a committee citation where the apprentice could be canceled from the program.**
- (3) A complaint by employers or superintendents will also trigger an interview by the coordinator who may outline corrective steps leading to successful employment.**
- (4) A second complaint may result in a citation to appear before the JATC.**

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

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Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
  - 1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

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Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction

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classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of

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Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

**E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Apprenticeship Committee shall be composed of members representing the Tacoma Chapter, Associated General Contractors of America; members representing the Home Builders Association of Greater Tacoma, and designated independent members; members representing Carpenters Local Union No. 470 of the United Brotherhood of Carpenters and Joiners of America, members representing Carpenters Local Union No. 1148 of Olympia; and members representing Carpenters Local Union No. 2127 of Centralia.**

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Quorum: **A quorum shall consist of at least two (2) members from Management and two (2) members from Labor.**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**John Korsmo, Jr., Chairman  
PO Box 99846  
Tacoma, WA 98499**

**Jeff Robison  
24 Winsap Road SW  
Bothell, WA 98012**

**Clayton Lynch  
Drury Construction Inc.  
19302 Powder Hill Pl, Ste. #100  
Poulsbo, WA 98370**

**David D'Hondt  
738 4th Street NW  
Puyallup, WA 98371**

The employee representatives shall be:

**Chuck Gotcher, Secretary  
3456 Martin Way E  
Olympia, WA 98506**

**Carl Hanson  
Carpenters Local 470  
1322 South Fawcett  
Tacoma, WA 98402**

**Bill Gearllach  
Carpenters Local #1597  
623 Fifth Street, Office 2  
Bremerton, WA 98337**

**Pat Underhill  
Carpenters Local #2127  
417 N. Pearl  
Centralia, WA 98531**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.



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The employer representatives shall be:

**Howard Hutt, Chairman  
PO Box 134  
Port Angeles, WA 98362**

**Harry Reed  
PO Box 134  
Port Angeles, WA 98362**

**Dave Gaboury, Alternate  
PO Box 134  
Port Angeles, WA 98362**

The employee representatives shall be:

**Daniel Moore, Secretary  
PO Box 134  
Port Angeles, WA 98362**

**Bill James  
PO Box 134  
Port Angeles, WA 98362**

**Ron Dinsmore, Alternate  
PO Box 134  
Port Angeles, WA 98362**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Richard L. DeWalt, Senior Coordinator  
2201 South 78th Street Building B-512  
Tacoma, WA 98409**